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## OPEN MINUTES

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Minutes of a meeting of Milford Community Trust held in the Real Journeys Fiordland Community Events Centre on Friday, 5 April 2019 at 9.30am.

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### PRESENT

<b>Chairperson</b>	Ebel Kremer
<b>Trustees</b>	Tim Holland Brad Johnstone Jason Steele

### APOLOGIES

Rosco Gaudin

### IN ATTENDANCE

<b>Committee Advisor</b>	Jenny Labruyère
<b>Community Partnership Leader</b>	Simon Moran
<b>Department of Conservation</b>	Antonia Croft

### PUBLIC FORUM

Ray Willett  
Andrew Smart – Department of Conservation Battle of the Birds

## 1 Apologies

An apology for non-attendance was lodged by Trustee Gaudin.

Moved Trustee Steele, seconded Trustee Johnstone and **resolved:**

**That the Milford Community Trust accept the apology lodged by Trustee Gaudin.**

## 2 Leave of absence

No requests for leave of absence were received.

## 3 Conflict of Interest

There were no conflicts of interest declared.

## 4 Public Forum

### Ray Willett

Mr Willett raised the issue that there is an un-kept historic grave in Milford but has no acknowledgement of the early settler Donald Sutherland, who was integral in the start of the tourism industry in Milford. Mr Willett believes it is appropriate for a statue to be sites adjacent the hotel site in Milford to recognise Mr Sutherland with the suggested wording on the grave "*when I come to anchor let it be here*" to commemorate Donald Sutherland and recognise the iconic beginnings of Milford.

Mr Willett made the suggestion of a donation box for visitor contributions to the statue or that all companies in Milford add a small levy to ticketing costs to assist funding such a project.

### Andrew Smart-Department of Conservation - Battle of the Birds

Mr Smart outlined the Department's pest control management programme in the Fiordland National Park for the coming season, which is forecast to be the heaviest seeding or mast in decades.

## 5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

## 6 Confirmation of Minutes

### **Resolution**

Moved Chairperson Kremer, seconded Trustee Steele

**That the minutes of Milford Community Trust, held on 7 December 2018 be confirmed as a true and correct record.**

## Reports

### 7.1 Financial Report to 31 December 2018

**Record No: R/19/2/2700**

Simon Moran, Community Partnership Leader presented the report.

Mr Moran outlined the majority of expenses to date relate to the walkway project, with costs to date in the main dealing with design and consultancy fees.

Mr Moran advised that the Trust continues to have a strong cash position with \$74,803 in current on call accounts which includes receipt of the second concessionaires instalment.

Additionally Mr Moran advised nearly \$266,000 is invested in term deposits and that the \$150,000 term deposit has been withdrawn upon maturity in January to cover the costs of the walkway project which was been completed in December 2018.

#### **Resolution**

Moved Chairperson Kremer, seconded Trustee Holland

#### **That the Milford Community Trust:**

- a) **Receives the report titled "Financial Report to 31 December 2018" dated 20 February 2019.**

### 7.2 Milford Half Year Financial Report to 31 December 2018

**Record No: R/19/2/3155**

Simon Moran, Community Partnership Leader presented the report.

#### **Resolution**

Moved Chairperson Kremer, seconded Trustee Holland

#### **That the Milford Community Trust:**

- a) **Receives the report titled "Milford Half Year Financial Report to 31 December 2018" dated 21 February 2019.**
- b) **Approves the half yearly report for the six month period to 31 December 2018, and recommends that the report be submitted to the Southland District Council for information purposes and subsequently distributed to the Trust's stakeholders.**

### 7.3 Milford Community Trust - Statement of Intent 2019 - 2022

**Record No: R/19/2/3241**

Simon Moran, Community Partnership Leader presented the report.

Mr Moran outlined the purpose is to obtain the Trust's approval of the 2019-2022 Statement of Intent and subsequent reporting to Council and stakeholders.

In discussing the report Trustees agreed to amend the recommendation to reflect the proposed expenditure for the Recreation Centre of \$500,000 in the 2019/2020 year.

#### **Resolution**

Moved Chairperson Kremer, seconded Trustee Holland

#### **That the Milford Community Trust:**

- a) **Receives the report titled "Milford Community Trust - Statement of Intent 2019 - 2022" dated 19 February 2019.**
- b) **Approves the Draft Statement of Intent 2019 – 2022 subject to the inclusion of \$500,000 for the proposed Recreation Centre in the Prospective Financial Statement 2019-2020 to match the planned activity/service previously noted in the Statement of Intent for the 2019/2020 year, any funding shortfall is to be funded by way of a loan or by third party contributions, and provide a copy of the final Statement of Intent to Council and stakeholders.**

### 7.4 Review of the Milford Community Trust - Suspected Fraud Policy

**Record No: R/19/2/3202**

Simon Moran, Community Partnership Leader presented the report.

Mr Moran advise that the purpose report is to consider the draft Milford Community Trust Suspected Fraud Policy, and adopt the draft 2019 version.

Mr Moran added that the policy is overdue for review and this has been noted in the last management report from the auditors.

#### **Resolution**

Moved Trustee Johnstone, seconded Trustee Holland

#### **That the Milford Community Trust:**

- a) **Receives the report titled "Review of the Milford Community Trust - Suspected Fraud Policy" dated 21 February 2019.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**

- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**
- d) **Approves the replacement of the Milford Community Trust – Suspected Fraud Policy – July 2012 with the Milford Community Trust Suspected Fraud Policy – March 2019.**

## 7.5 Milford Trust Association Report

**Record No: R/19/2/3330**

Association member Brad Johnstone reported on the following;

- commented on the new walkway being a success for users however raised the issue of a stump causing a trip hazard that requires removal on the new walkway
- enquired about funding for the tennis post and poles to ensure this activity is available to the next summer season.

In regard to funding for equipment for the recreation pad, Mr Moran was requested by the Chair to investigate funding options for a storage facility, and additional equipment for use at the recreational pad.

## 7.6 Department of Conservation Report

**Record No: R/19/2/3332**

Ms Croft updated the Trustees on Department activities. These Included;

- Nedra Burns appointed DOC's new Operations Manager for the Fiordland area as the replacement for Greg Lind
- Flood sensor system, alarm levels recently tested with heavy weather event, and investigating txt warning system
- engineering checks to be carried out on wharves following recent weather event
- funding options to be considered for the second coat reseal scheduled for Cleddau Village roads, and sought consideration from the Trust for contributions.

The Chair advised Trustees to be mindful of other projects the Trust has and to defer any contribution pending the outcome of potential projects.

- Carparking issues in the height of the season – the Department is investigating a potential walkway from Deepwater Basin to the lodge
- workshop proposed to discuss issues such as traffic numbers through the tunnel at peak season, Milford Alliance, Accommodation issues, etc

## **7.7 Recreation Centre Update**

### **Record No: R/19/2/3334**

A draft Milford Sound Community Recreation Centre Business Case and Independent Evaluation and a Detailed Facility Management Plan was tabled for Trustees discussion and consideration, was tabled.

Trustees commented that the document provides a good foundation and made several suggestions for further investigation and review prior to a final consultation document being provided for the next Trust meeting set down for 14 June 2019.

## **7.8 Chairperson's Report**

### **Record No: R/19/2/3336**

The Chairperson, Councillor Kremer, reported on matters with which he has been involved since the Trust's last meeting, these included;

- Chairman raised the issue of the Mr Ray Willetts request in regard to the potential to install a statue in Milford which is in the National Park, and the role the Department would potentially have in regard to signage/interpretation panels, location etc. The Chair commented there may potentially be an opportunity for this to be considered by the Milford Opportunities group in the future.
- Concerns have been raised at the boil water notifications following weather events in Milford, such as responsibilities and regulations.

Trustees were advised this is a matter of Council's public health standards and could be raised with the Ministry of Health.

## **7.9 Financial Report to 31 March 2019**

### **Record No: R/19/4/6367**

Simon Moran, Community Partnership Leader presented the report.

Mr Moran outlined the Financial Report for the period 1 July 2018 to 31 March 2019, which provides the trustees with an updated statement of financial performance and financial position of the trust.

Mr Moran advised the concessionaire's income represents the first three quarters of the year. At 1 April 2019, there is \$313 of concessionaires outstanding.

Mr Moran added that the majority of expenses to date relate to Chairman Fees, the preliminary work on the walkway project and insurance for the period 1 July 2018 to 30 June



2019. Costs to date for the walkway project are in relation to design and consultancy. The insurance policies cover Trustees Liability, Statutory Liability and Public Liability insurance.

Trustee fees are in credit due to the accrued fees for the year ended 30 June 2018, not being claimed. No trustee fees from the first two meetings of this financial year, have been claimed to date.

Furthermore Mr Moran advised that the Milford Community Trust (MCT) continues to have a strong cash position with \$132,289 held in current/call accounts. Some of these funds will be used to pay for the walkway project, with the final invoice expected to be received in April. The call account receives interest at a rate of 0.1% p.a. Surplus funds are transferred to the call account, or invested as appropriate, on a regular basis.

**Resolution**

Moved Chairperson Kremer, seconded Trustee Johnstone

**That the Milford Community Trust:**

- a) **Receives the report titled "Financial Report to 31 March 2019" dated 4 April 2019.**

The meeting concluded at 11.55am

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE MILFORD COMMUNITY TRUST HELD ON 5 APRIL 2019.

**DATE:**.....

**CHAIRPERSON:**.....